



Anheuser-Busch Community Room Rental Policies

Thank you for selecting the Anheuser-Busch Community Room for your event. Use of the room by members and non-members is for business purposes only and is at the discretion of the Chamber CEO and Executive Committee.

The Community Room may be reserved Monday through Sunday from 6:00 a.m. to 10:00 p.m., excluding holidays. To reserve the room, please complete the AB Community Room Use Application form and submit with payment 10 days prior to your event. Use of alcohol is covered in the AB Community Room Use Application form.

Room Amenities

- The Anheuser-Busch Community Room seats up to 100. It is handicapped accessible, has ample parking, a public entrance from the Chamber offices, restrooms, and a full, attached kitchen with serving bar. Trash must be taken to the dumpster located at the back of the rear parking lot immediately following the event. Free wireless Internet access is available. The use of AV equipment is available for an additional fee of \$150 for members and \$250 for non-members.

Rental Rates and Charges

| Length of Use | Member Cost | Non-Member Cost |
|------------------------------------|-------------|-----------------|
| Week day – Up to 4 hours | \$300 | \$400 |
| Over 4 hours | \$550 | \$650 |
| Week end – any part of Weekend day | \$450 | \$600 |
| Non-Profits (proof of 501status) | \$50 | \$100 |

Cancellation must be made at least 48 hours prior to the event in order to receive a refund.

There is a security deposit for \$200 for all rentals. The deposit may be paid in the form of a credit card number or check which will be held until after the event. The deposit will be returned to you after the event and prompt return of the key, minus expenses to cover any damages or excessive cleaning.

Guidelines

- The reserving party is responsible for set up of the room for the event.
- Please leave the thermostat at 68° in winter and 78° in summer.
- Please turn off all lights and fans when leaving.
- No smoking is allowed in any part of the building.
- No materials are to be fastened to the walls or hung from the ceiling.
- Signage for events cannot be placed outside the Chamber building.
- Notify the Chamber of any damages, spills, or problems with the room.

The key may be picked up or returned to the Chamber office between 8:30 a.m. and 5:00 p.m., Monday through Thursday. On Fridays, the key must be picked up by noon. If a key is lost or a door left unlocked, an additional \$100 fee will be charged.



Anheuser-Busch Community Use Application

Date: _____

Chamber Member: Yes____ No_____

Name of Business Organization: _____

Person Responsible for Facility: _____

Physical & Mailing Address: _____

Telephone: _____ Fax: _____

Purpose of Function: _____

Date of Function: _____

Time of Function: (Begin) _____ (End) _____
(Include the actual time needed for set up/break down time.)

Number of Participants: _____ (Room Seating Capacity 100)

Use of AV Equipment: Yes/No _____

Do you plan to serve alcohol? Yes____ No _____

If alcohol will be served, the Chamber staff will secure two law enforcement officers at the expense of the renter. The fee is \$35.00 per hour for each officer, four hours' minimum. Renter must pay the officers in cash on the day of the event. This is an additional expense, not included in the room rental.

I accept the terms of this agreement, agree to adhere to the Anheuser-Busch Community room rental policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings, equipment, or the facility. I understand that if I do not give 48 hours' notice of cancellation, I will lose my deposit, and that if a door is left unlocked or a key lost, I will pay an additional fee of \$100.

Authorized person (must be the same as responsible person) *Date*

Rental Fee: \$ _____ Chamber Approval _____

AV Equipment/Other Fees: \$ _____

Total Due: _____

Cash: _____ Check # _____ Date Paid _____

CREDIT/DEBIT AUTHORIZATION: Credit (Visa, MasterCard, AmEx) _____ Debit Card _____

Name as it appears on card: _____

Card #: _____ Expiration Date: _____

Signature: _____